

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant Director of Training (O)

DATE: 29 Nov. 51

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FROM : [REDACTED]

SUBJECT: Weekly Report - 22 Nov. - 30 Nov. 51

1. During the past week time and attention have been devoted to the following topics:

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(a) Working Group on Employee Rating: I have attempted to organize ideas for an evaluation form that will incorporate Mr. [REDACTED] contributions and be acceptable to the Working Group, so that it can be submitted to the Career Service Committee with recommendations for further action.

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(b) Evaluation procedures for UTG/A: I have continued to brief and advise Mr. [REDACTED] on evaluation procedures for UTG/A students.

(c) Summary report on Professional Trainees: In order to assure accuracy and completeness, this project has required more time than was anticipated. It is being typed and will be ready early next week.

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(d) [REDACTED] He was given the complete P.T. testing battery at the request of the Director of Training.

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